**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

[**www.abbotsfordpl.org**](http://www.abbotsfordpl.org)

REGULAR MONTHLY MEETING: Meeting called to order Sept. 9th, 2020 / 5:03 PM / Public Room

ATTENDEES:

 Jochimsen, Giffin, Suttner, Bittner, Dukelow, Hinrichsen, Braun, Writz, Lori Huther

 Members absent:

AGENDA

**Previous minutes:** Read approved. Giffin/Suttner

**Public Comment:**

**Old Business**

* MCPL Task force update: The Marathon County Public Library system is in the process of collecting data to determine the most viable library system for their group of libraries. If MCPL were to leave the Wisconsin Valley Library System there would be many repercussions that the system and remaining libraries would have to deal with. The August 17th Task Force Agenda indicated a decision could be imminent. The Abbotsford Library Director and other library directors in the WVLS system wrote letters to Task Force members and Task Force Chair Mark Arend, expressing concerns. Copies of those letters, along with a letter from WVLS President Tom Bobrofsky, and WVLS’s written response to the final Task Force question on leadership, may be found under August 2020 MCPL Task Force Meeting on the WVLS website. <https://www.mcpl.us/about/board/library-system-task-force>

At the August Task Force meeting it was agreed to extend the investigation through the end of the year. Future Task Force agenda items: At its September meeting, comments from MCPL staff will be reviewed and new MCPL trustee, Michelle Van Kray, requested a place on the meeting agenda to address her questions on why the Task Force was formed and why MCPL seeks to leave the system. In October, the Task Force will complete its SWOT analysis after Task Force members submit their individual analysis to the director of MCPL for compilation. In November, the Task Force will look at the pros and cons of each system. The earliest a Task Force recommendation could go to the MCPL Board is December.

<https://www.mcpl.us/about/board/library-system-task-force>

* 2021 Budget Review set for Sept – The director asked that the September Library Board meeting be held on the 2nd Wednesday of the month in the case extra time is needed to review the library’s 2021 Budget or if the meeting gets delayed. Board Agreed.
* Future Summer Hours. This agenda line was meant to read “Future Saturday Hours” the board decided to hold this agenda item until a time when Olson-Peterson officially gives her last day or Saturday hours resume. **Update:** Olson-Peterson asked to be kept on the 2021 payroll as for Saturday sifts or evening sub.
* Discuss changes to make for September or choose to maintain current hours/procedures.
	+ Board decided to keep current COVID hours and procedures in place for September. Review of other libraries in our system: Colby maintaining reduced hours, Dorchester to resume full hours (smaller town and fewer regular hours), Greenwood curbside only, Owen only entryway access, Medford open Mondays through Thursdays (to change to full hours in Sept), Loyal open M,W, F. Full list of system library hours can be found: <https://wvls.org/covid-19-resources/>
	+ School reopening considerations: The Abbotsford Schools will be closed on Wednesdays. The school will be offering Chromebooks to students who need them. If students need the library for internet access, the library will add tables, however the library will only allow one student per table to maintain social distancing. Public computers can be used for homework and other non-entertainment use. Currently the library has a limit of 12 patrons in the library at a time, numbers in the library will be monitored.

**New Business**

* MCPL Task force update: Next meeting date 9/21/2020
* Sick Leave Payout: The Library board talked to Lue Luedtke about establishing a PTO payout account for the Director. The library would like to budget a small sum yearly so that in a year a director retires the budget does not face a large atypical budget line. Luedtke stated she will set up a separated savings account within the library’s existing Forward Financial Bank account and add a budget line for the payout (called Library Buyout Savings). Cap on account would be $5,600, determined by the director’s current pay x 240 (the ceiling limit of accumulated PTO hours) to be revaluated if cap is reached to account for changes in pay. The library talked about establishing this account in 2019, therefore Luedtke will start the account with $300 to cover 2019 and 2020. Braun moved for Luedtke to go forward with establishing the account, Giffin seconded, motioned passed.
* Half days on Tues/Thur.: Curbside pickups on Tuesdays and Thursdays have slowed down and director feels comfortable re-opening to public walk-in for half days on Tuesdays and Thursdays (1pm to 7pm both days). The library will maintain extra cleaning and still offer curbside to any patrons who request it during open-to-the-public library hours. Starts October 1st.
* Holiday Program: The director as been questioned if the library plans to hold its annual Holiday program. The board decided that this event is not one the library can safely hold in the current COVID -19 atmosphere. Past Holiday programs have averaged 75 attendees and social distancing will not be applicable with those numbers. The director will brainstorm some virtual/distance options for the program ex: video of volunteer, E. Haas preforming a Christmas reading and still offering a Poinsettia giveaway.
* Discuss changes to make for October or choose to maintain current hours/procedures. The half days for Tuesday and Thursday will start October 1st. The library will also attempt in house programing with added regulations. Pre-registration would be required. Limit on number of people will be enforced. Children under 12 must be accompanied by an adult who stays for the event. No food or drinks at events. Masks will be required. Attendees must sit with family groups and maintain social distancing. No floor seating for movie night. Attendees will wash hands on entry.

**2021 Budget:** The director presented three budgets to the library board; a 0% staff raise, a 1% staff raise, and a 2% staff raise. The library will submit the budget with a staff raise that matches staff raises given to City Hall Employees. The Library Buyout Savings budget line of $150 was not shown on the budgets presented to the board but will be added to the submitted budget. Besides salary increases if raises are given, changes in the budget from the previous year include a $460 raise in the phone/fax bill (it was determined that in pervious years the library’s fax line had been include in the City Hall’s bills), a $50 decrease in Vcat maintenance, and the change in revenue given by Clark County and adjacent counties. Revenue from the counties change every year and is determined by data collected in the prior calendar year on the number of library circulations, where the patrons who make those circulations live, and the cost of library circulation. The official approval of the Cark County Budget is still bending. Director has an email out with the County Library Board representative to determine date. Suttner moved to approve the budget with raises matching those given to City Hall employees, an added $150 for Library Buyout Saving and note that the budget is tentive until the approval of the 2021 Clark County Budget. Giffin seconded. Motioned passed.

**Treasurer’s Report**: 67% spent

**Circulation Report:**

* + Total Circulation: July 2020: 2,147 Last month: 1,497
	+ July 2018: 2,870 July 2017: 2,571 July 2016: 2923 Jul 2015: 2467 Jul 2014: 2637

Circulation Break-down: Renewals not counted

Books: 886, DVDs: 261, Spoken Record: 43, Large Print: 15, Magazines: 36, Other: 7

**Other Usage Report:**

* Wireless Sessions: July: 490 June: 331 May: 327 April: 253 March: 286 Feb: 193 Jan: 219 Dec: 121 Nov: 184 233 Oct: 269 Sept: 290 Aug: 338 July 2019: 168
* Overdrive E-material Checkout: July: 250 June: 243 May: 237 April:286 March: 239 Feb: 185 Jan: 173 Dec:177 Nov: Oct: 242 Sept: 243 Aug: 212 July 2019: 111
* Website Visits: July: 222 June: 256 May: 276 April: 443 March: 394 Feb.: 175
* **Monthly Reference:**

July Reference: 51

**Patron Count:**

July 2020: 583 July 2019: 1843 July 2018: 1765 July 2017:1703 July 2016: 1427

**Policy Review: none**

**WVLS report:**

* The system introduced a new teleform system called Shoutbomb. With this system patrons can receive text messages and in the future the library will be able to send out notices about library closures to due weather or reminders about events. Patrons can text SIGNUP to 844-201-0052 and follow the prompts to sign up.
* V-Cat Council approved indexing of children’s subject headings to make them keyword searchable.
* V-Cat Council approved recommended checkout periods for New/High Demand Books, New/High Demand Audiobooks, Series Video Materials, New/High Demand Video Materials, Music CDs, and Magazines.  All shared categories in the system now have recommended checkout periods. The goal of using the recommended periods is to make checkout periods uniform across all libraries in the WVLS. The WVLS asks that if the board approves using the recommended checkout periods a start-date should be emailed to the system with at least 3 months’ notice. The board decided to email the WVLS with a start date of Jan 1st 2021 and add updating the library’s circulation policy to the October agenda.
* V-Cat Council approved continued use of the Give Precedence to Local Holds circulation option until libraries discontinue materials quarantine to maximize the number of patrons who have access to materials and minimize the amount of time items spend in transit and quarantine.
* V-Cat Council voted to temporarily Enable the Prioritizing Hold Fulfillment at the Pickup Location paging option to allow available copies at the pickup location to fill holds at the pickup location ahead of items being checked in at other locations. This will be re-evaluated when libraries stop quarantining materials.

**Director Report**

* Last Month Program Count:

 June: Monthly Program total: 15 programs, 282 attendance

* Future Programs: See newsletter
	+ Highlights: In house programing with added rules.
	+ Thursday, Oct. 22nd. At 6:00pm there will be a presentation with Speaker Christian W. Cold, Wildlife Technician. Cold has mentioned he will trust the library to safely set up the room and he will maintain 6 ft from the audience when speaking, but will be removing his mask to give his presentation. He will also be bringing animals, but the audience will not be giving the opportunity to pet the animals as they have in the past.
* Make and Takes to continue.
* Kindness Rock Scavenger Hunt review. As of 9/9/2020 ten Abbotsford Library Kindness Rocks have been brought back into the library.
* School Reopening and effects: The library has as contact from a teacher looking to use one of the studies rooms. Only one student has come in so far to use the library for homework.
* We were notified that this year’s donation from M. B would be the last. M. B. has added the stipulations that her donation be focused on literacy outreach, library programing, and books if needed.

**Staffing/Operating Issues**

Window update: Set to be fixed sometime in September.

Kim Olson-Peterson: Has requested to stay on staff as Substitute and Saturday help.

**Next meeting:**

October 21st at 5pm.

**Adjourn** 5:58 pm Writz/Suttner

